

MINUTES
Housing Authority of the Town of Darien
July 26, 2011 – 7:30 p.m.

A Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 7:30 p.m. on Tuesday, July 26, 2011 in Room B-1 of the Darien Town Hall, 2 Renshaw Road, Darien, CT.

Present were: Commissioners Joe Warren, Jan Raymond, Kass Bruno, (Absent – Cynthia Ashburne); Executive Director, Kathryn Molgano.

Minutes from the Meeting of May 31, 2011 were approved without objection.

Paid Bills Reports for MR36 and E187 for June and July 2011 were approved on a motion by Jan Raymond.

On a motion by Jan Raymond, the Commission voted unanimously to pass a resolution to adopt the 2011 maximum Income Limits for application to and continued occupancy in State Moderate Rental and Elderly Housing as published and recommended by HUD for the Stamford-Norwalk areas (Resolution attached).

On a motion by Jan Raymond, the Commissioners unanimously approved the Unit Transfer Policy for Residents of Old Town Hall Houses (Policy attached).

Executive Director's Report: Kathryn Molgano reported the following:

ARRA Weatherization Program: On July 13, 2011, representatives from ABCD, Inc and the State Department of Social Services met at Old Town Hall Houses with Housing Authority personnel, DHA Commissioner Joe Warren and prospective contractors to discuss the scope of the heat pump project, distribute bid packages and give contractors the opportunity to inspect the site. DHA was informed on July 26th that Bren-Air Heating & Cooling of Stratford, CT was selected for the job and will contact the Housing Authority to schedule a start date for the project. Kathryn Molgano will follow up with Nicky Resto from ABCD, Inc. to determine if the removal of the wall mounted air conditioning units will be included in the scope of the project.

Parking Lot at Old Town Hall Houses: DHA will be soliciting at least three detailed quotes from contractors for the repaving of the parking lot at Old Town Hall Houses. Bids will be forwarded to CHFA for review. DHA will seek to complete the project prior to the winter season.

OTHV Vacancy: Joe Strate has completed the renovations to Apartment 68. Painting and carpeting should be completed by August 15th. To date DHA has completed renovations to ten of the thirty apartment units. In addition to unit renovations, \$8,100 was devoted to appliance and hot water heater replacements during Fiscal Year 2010/2011.

Allen-O'Neill Association: No report

Senior Resident Association: No report

The meeting was adjourned at 8:15 p.m. on a motion by Jan Raymond.

Respectfully submitted,

Kathryn Y. Molgano
Executive Director

km

CERTIFIED RESOLUTION

Certified a true copy of a resolution duly adopted by the Housing Authority of the Town of Darien, herein called the Agency or Authority, at its meeting on July 26, 2011. This resolution has not been rescinded or modified in any way.

Date

Kathryn Y. Molgano, Executive Director

Whereas, It is desirable and in the best interest of the State of Connecticut, this agency, and the moderate income and elderly citizens of the State of Connecticut, be it

RESOLVED, That effective May 31, 2011, the maximum income limits for application to and continued occupancy in all Elderly and Moderate Income Family Housing owned by the Housing Authority of the Town of Darien shall be at the HUD recommended income rates for 2011 in our area as follows:

Admission Limits

\$	<u>59,150</u>
\$	<u>67,600</u>
\$	<u>76,050</u>
\$	<u>84,500</u>
\$	<u>91,300</u>
\$	<u>98,050</u>

for 1 person
for 2 persons
for 3 persons
for 4 persons
for 5 persons
for 6 persons

Continued Occupancy Limits

\$	<u>73,937</u>
\$	<u>84,500</u>
\$	<u>95,062</u>
\$	<u>105,625</u>
\$	<u>114,125</u>
\$	<u>122,562</u>

This resolution rescinds and replaces any and all previous Resolutions establishing maximum income limits for applications and continued occupancy for all applicable State-Assisted Elderly and Moderate Rental Housing owned by the Housing Authority of the Town of Darien.

Approved

Date

Commissioner

HOUSING AUTHORITY OF THE TOWN OF DARIEN
UNIT TRANSFER POLICY FOR RESIDENTS OF OLD TOWN HALL HOUSES

The Darien Housing Authority will consider unit transfer requests within Old Town Hall Houses for the following reasons:

1. A second floor resident with a physical need to reside in a ground floor unit (as recommended and documented by the resident's medical doctor) will be transferred to the first available first floor unit.
2. A first or second floor resident with a physical need to be transferred to an accessible (handicapped) unit (as recommended and documented by the resident's medical doctor) will be transferred to the first available accessible (handicapped) unit.
3. A resident occupying an efficiency unit and has obtained Housing Authority approval to add an additional person to the household will be transferred to the first available one bedroom unit.

Transfers will be made without regard to race, color, national origin, sex, sexual orientation, religion or familial status. Residents may be transferred to accommodate a disability.

A resident requesting a unit transfer must submit the request in writing to the Housing Authority. The resident must specify in writing the reason for the transfer request.

If the request is pursuant to reason #1 or reason #2 as listed above, the request must be accompanied by a note from the resident's medical doctor.

If such a unit is not available, the Housing Authority will assign the tenant to the next available unit that meets the need of the tenant. The Housing Authority will maintain a waiting list for unit transfer requests. Transfer requests will be considered in order by the date on which the unit transfer request was received by the Housing Authority.

A unit is deemed "available" that is vacant and is in a suitable condition or can be made into a suitable condition within thirty (30) days.

The Housing Authority reserves the right to reject any transfer request and/or evict any resident who misrepresents circumstances upon which a transfer request is based.

If a unit is available that meets the need of the tenant, upon offer and acceptance of the unit the resident shall execute all lease-up documents and pay any necessary rent and/or security deposit within ten (10) days of being informed the unit is ready to rent. The resident will be allowed ten (10) days to complete a transfer.

The tenant will be responsible for making all arrangements and bearing any and all costs associated with moving their personal property from the current dwelling unit to the new dwelling unit. The unit being vacated must be emptied of all items belonging to the resident and must be left in broom-clean condition and free of all litter and debris.

Residents requesting transfers may be subject to a housekeeping and/or Housing Authority inspection of the resident's current dwelling unit (under applicable laws) prior to the transfer to determine the extent, if any, of resident inflicted damages to their current unit.

Any resident who is not in compliance with the applicable clauses of the executed dwelling lease at the initiation of the transfer process or any time prior to the completion of the transfer and/or has been determined as having misrepresented their circumstances on any Housing Authority document and/or has an unsatisfactory criminal history, shall not be considered for transfer, and will be subject to lease termination or nonrenewal. Also, the Housing Authority may temporarily suspend consideration of a transfer application pending the outcome of an outstanding lease termination.

The Housing Authority reserves the right to make case-by-case exceptions to this UNIT TRANSFER POLICY FOR RESIDENTS OF OLD TOWN HALL HOUSES as circumstances may require under life threatening, safety, health related conditions, or in furtherance with special Housing Authority strategies and initiatives, consistent with applicable law.

7/26/2011